

Proctor—Personal Belongings

Contract Language: According to the DHS/DCFS Contract, Part II. E. 2. Client Personal Belongings:

The Contractor shall create and maintain a monthly inventory of all Client belongings. Once the Client is discharged from the program, the Contractor shall return all of the Client's belongings. In the event the Client is AWOL, the Contractor shall secure the Client's belongings until the items are transferred to the Case Manager or other Division authorized person. The Contractor shall replace any of the Client's belongings not properly accounted for. The inventory requirements shall include:

- a. Initial detailed inventory signed by Client and proctor parent or staff of all items the Client brings with them. Details including brand names or value, at Contractor's discretion;
- b. Monthly inventory signed by Client and proctor parent or staff that includes all items added or removed from prior inventory list;
- c. Ending inventory signed by Client and proctor parent or staff that includes all items added or removed from prior inventory list.